

Vacancy Announcement for Programme Manager – Democracy Collaborations

EU Citizenship or valid work permit required. Visa/Single permit sponsorship not available for this role

Philea is looking for a Programme Manager – Democracy Collaborations who will contribute to its democracy agenda through Philea's Connect cluster.

The role requires expertise in designing, implementing, evaluating, and funding multi-year programmes, as well as experience in member-driven network management. The candidate should be able to translate members' needs and field developments into effective programmes, strengthen engagement and collaboration and increase the impact and visibility of Philea's democracy initiatives.

Depending on the level of experience, this role may include direct line-reporting responsibility for two Programme Coordinators/Managers who will report to this position

Reporting to:

Head of Programmes – Thematic Collaborations

Duration:

Permanent Contract (CDI), full-time

Starting date: 11 May

Profile:

Required

- University degree in a relevant field.
- 6-8 years of experience coordinating networks in a similar role in international associations or networks.
- Proven experience in programme and project management (including financial management, reporting, and fundraising)



- Proven track record of empowering member-driven networks through consensus, identifying member-led opportunities and translating member input into actionable, high-impact network initiatives.
- Knowledge of democracy-related policies and programmes at the EU level
- Strong interpersonal skills and a solutions-oriented, proactive mindset
- High-level oral and written communication skills in English, including the ability to present to diverse audiences
- Demonstrated ability to support colleagues effectively with a servant leadership mindset
- Digital proficiency with Microsoft 365 Office Suite (Word, Excel, PowerPoint, Teams, SharePoint, Viva Engage) and willingness to adopt digital tools employed at Philea
- Understanding of and commitment to Philea's values of trust, collaboration, diversity and inclusion
- Willingness to travel in Europe

Desired

- Experience working in philanthropic or non-profit sector
- Professional experience in Central and Eastern Europe
- Fundraising skills towards foundations and philanthropic organisations
- Facilitation and public speaking abilities.

Asset

- Experience in a membership association.
- Servant leadership mindset and collaborative spirit.
- Adaptability and comfort in evolving geopolitical and organisational contexts
- Collaborative spirit within a membership ecosystem

Roles and Responsibilities:

Programme and Network Management

- Lead the design and delivery of multiannual programmes and yearly workplans aligned with Philea's strategy and the objectives of democracy-related thematic networks, in close collaboration with the Steering Committees of the networks.

- Lead the management and delivery of KoneKtor – Philanthropy East Forum, including strategic planning, partner coordination and programme development
- Support the management and coordination of the Democracy Network and the Journalism Funders Forum
- Ensure coherent implementation of democracy-related activities in coordination with the Connect cluster lead, monitoring progress against objectives and member needs.
- Develop and implement fundraising strategies, including grant writing, reporting, and sustainable fund management
- Prepare and manage programme budgets, ensuring transparent planning and financial accountability.
- Build synergies across thematic networks (including equality where relevant), ensuring coherence, learning, and strategic visibility across Philea.

Engagement and Strategic Support

- Serve as Philea’s organisational focal point for democracy-related work within the Connect cluster, ensuring strategic alignment across clusters and increasing external visibility.
- Contribute to the development of the 2027 Democracy Spotlight strategy, integrating member priorities, trends and opportunities for collective action.
- Design and facilitate member-driven learning and engagement moments (e.g. workshops, webinars, knowledge exchanges), in close collaboration with the Steering Committees of relevant networks
- Grow and maintain partnerships with civil society, public authorities, research institutions and other actors relevant to democracy.
- Produce and disseminate knowledge outputs in collaboration with the communications team, increasing the visibility and impact of the Democracy Network.

Line Reporting & Organisational Contribution

- Depending on the level of experience, the selected candidate could act as line report for two Programme Coordinators/Managers who could report to this position, by providing guidance, support and structured follow-up to direct reports, ensuring clarity of roles, priorities and development.

- Organise regular coordination moments (e.g. biweekly trilaterals) with the Programme Manager – Equality Collaborations, Climate Collaborations and cluster lead to identify crosscutting trends and strengthen alignment between pillars and networks
- Contribute to cross-organisational collaboration spaces such as collaboration circles, as well as flagship events, membership engagement and organisation-wide priorities.
- Support organisational learning through the coordination of lessons learned activities and the development of internal knowledge sharing practices.
- Strengthen the sustainability and impact of the democracy-related networks by collaborating with the membership, policy and advocacy, knowledge and research teams to maintain high-quality services and support membership growth.

Our offer:

Based in Brussels, Belgium this role requires residence in Belgium and offers you the opportunity to live and work in the heart of Europe.

Please note, we cannot sponsor work visas for non-EU nationalities.

Benefits include:

- Gross salary ranges from €4200 to €4600 commensurate with experience in a similar position or function (13th salary, holiday pay). It may be adjusted based upon line management duties.
- Home office allowance
- Meal vouchers
- Flexible working schedules and possibility to telework from home and abroad
- Additional holidays
- Training and personal development opportunities
- Group health, pension and private trips insurance
- A friendly, open working environment

How to Apply

Please send the following to pmdemocracy@philea.odoo.com by 28 March, quoting the reference “Programme Manager” in the subject line:

- CV in English (no cover letter required).
- Responses (maximum 500 characters each) to the questions below:

Q1: What is your professional and personal connection with the field of democracy, civic space and Central and Eastern Europe? How will this benefit your role as a manager of a member-driven network of foundations working in Central and Eastern Europe (i.e. [KoneKtor – Philanthropy East Forum](#))?

Q2: Describe precisely your previous experience in community building / network management: your role, challenges, ways you overcome them, scope of the collaboration, members’ engagement strategy, outputs and outcomes

- Two professional references who can confirm the information provided in your answers.
- Your earliest possible start date

Acceptable Use Policy - Artificial Intelligence (AI)

We understand that applicants may choose to use AI tools to support applications, for example, to help structure or edit written responses. We welcome the use of AI in this way, particularly where it helps improve accessibility, such as for neurodivergent applicants. However, we ask that any information submitted reflects your own experience, skills and understanding. During interviews, applicants are expected to respond independently without the use of AI tools.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications.

Only shortlisted candidates will be contacted, and all applications will be treated confidentially. We value diversity and inclusion and encourage candidates from historically underrepresented or marginalised groups to apply.

About Philea - Philanthropy Europe Association

Philea, the Philanthropy Europe Association, nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks working for the common good.

With individual philanthropies and national-level infrastructure organisations in over 30 countries as members, we unite almost 9000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

Our vision is for philanthropy to use its full potential to co-shape and support a pluralistic, just and resilient society that centres people and planet. To achieve this, our mission is to enable, encourage and empower the philanthropic community to build a better today and tomorrow. We work towards this vision by focusing our resources on 5 priorities:

philea.eu